



Chairs Report 2024/25

Purpose of PFSA

The PFSA organises fundraising events and activities to raise money for facilities or equipment that support the school and advance the education of pupils. All parents, carers, grandparents, teachers, and school staff are automatically members and can volunteer at any time to support events and activities. This could involve organising events, being a class representative, volunteering at the summer fair, or sharing skills like communications or secretarial work.

The PFSA is now a charity, as we raise over £5,000 annually. An elected core committee of volunteers manages all aspects of the PFSA, serving as trustees of the charity.

Current Core Committee Members and Trustees

- Gemma Zaccharia – Chair
- Hannah Moore – Chair
- Sophie Parker – Chair (stepping down)
- Esther Perez – Treasurer
- Katharine Willsher – Treasurer (stepping down)
- Cristina Heselgrave – Secretary

Other Committee Roles (2024/25)

- Esther Perez – Uniform Coordinator (stepping down)
- Lydia - Uniform Coordinator
- James Darby – Dad's BBQ Lead (?)
- Lucie Attard – Refreshments (stepping down)
- Karen – Refreshments
- Tetiana – Treasurer Assistant

Summary of the Year

This year, the PFSA organised various events to raise funds for the school and its pupils, including:

- Christmas cards and gifts
- Christmas Market and Raffle
- Disglo
- Summer Fair
- Bend the Rules Day
- Second-hand uniform sales
- Krispy Kreme doughnuts sale
- Ice lollies sale

- Baking sale
- Teas and coffees at school events
- Lottery
- Easy fundraising
- Match funding
- Gift Aid

2024/25 Academic Year Financial Summary

- Total Income: £27,538 (vs. £27,677 in 2023-24)
- Income from 3 biggest Events: £21,078 (vs. £22,884 in 2023-24)
- Expenditure for 3 biggest Events: £5,557 (vs. £8,176 in 2023-24)

This resulted in a net income of £20,108 for the year, an increase from the previous year's £19,500.

Funding Utilisation (2024/25)

- Football kits for school matches and tournaments
- Reception Rekenrek resources
- Replacement 20 netball kits
- Gold and white books (Y4, Y5 and Y6)
- Participate in a book competition (Y4, Y5 and Y6)
- Reflection day at Wintershall (Y6)
- Disco (Y6)
- Reading books (Y3 and Y4)
- 16 Xylophones (Y3 and Y4)
- Sound and lighting system for stage
- Fun Fund across all years
- Harvest festival bags

Challenges & Lessons Learned

We faced challenges in finding volunteers, as parents may not be fully aware of the pressures on trustees. We've learned the value of dedicated teams for organising events, with trustees overseeing. We're implementing this by recruiting volunteers through a form on the website, shared with classes. School could encourage new parents to fill it out, helping us target volunteers based on interests. Challenges and lessons learnt:

- setting dates further in advance to avoid clashes with Hall bookings and to allow for maximum ticket sales.
- reconsider the roles of class reps (potentially adding in slightly added tasks in lead up to big events)
- we are going to be joining Instagram - as a way of communicating regular updates and to potentially lower the amount of WhatsApp messages. Also, another way of advertising events, volunteers needed and second-hand uniform sales.

Challenges

Finding Volunteers: It was difficult to find volunteers because parents may not be fully aware of the pressures on trustees.

Scheduling: The team faced challenges in setting event dates far enough in advance to avoid clashes with hall bookings and to allow for maximum ticket sales.

Lessons Learned & Solutions

- **Dedicated Teams:** We faced challenges in finding volunteers, as parents may not be fully aware of the pressures on trustees. We've learned the value of dedicated teams for organising events, with trustees overseeing.
- **Volunteer Recruitment:** We will now be recruiting volunteers using a form on the website, which will be shared with classes. School could encourage new parents to fill it out, helping us target volunteers based on interests.
- **Rethinking Class Rep Roles:** We plan to reconsider the roles of class representatives, potentially adding small tasks for them to help with in the lead-up to large events.
- **New Communication Channel:** We are launching an Instagram account to provide regular updates and hopefully reduce the number of WhatsApp messages. It will also be used to advertise events, volunteer needs, and second-hand uniform sales.

Thank Yous

We thank the committee members who managed events despite full-time jobs and other commitments. Without PFSA volunteers who bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no events to enjoy.

Special thanks to Mr. Collins, Mrs. Spacagna, Julie Galvin and the staff at St Joseph's Primary for their support and enthusiasm. We also thank local businesses for their generous donations.

Final thanks to the wider school community for attending and participating in events, enabling us to fund items purchased during the year.

Plan for 2025/26

At the AGM on 22nd September 2025, we will be seeking a new chair and additional volunteers, as Sophie Parker will be stepping down from her role as chair. Based on lessons learned, we propose creating smaller teams to deliver key events during the 2025/26 school year, focusing on recruiting new volunteers through the new system.

Key Activities Planned for 2025/26

- Christmas Card Design
- Christmas Market (29 November 2025, 12-3pm)
- Disglo (20 March 2026, 5-7:30pm)
- Summer Fair (20 June 2026, 12-3pm)

Additional events will require support from the PFSA community. If interested in volunteering or have fundraising ideas, please contact us at pfsa@stjosephsguildford.com.

Thanks again for a great year!

Gemma Zaccharia and Hannah Moore

Joint PFSA Chairs

22 September 2025

Receipts and payments accounts

CC16a

For the period from	To	Period end date
01/06/2024		31/07/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising events	25,078	-	-	25,078	21,368
Other receipts	1,841	-	-	1,841	2,258
Donations, legacies & grants	21	-	-	21	36
Sale of equipment	-	-	-	-	-
Other income	-	-	-	-	-
Sub total (Gross income for A1)	27,938	-	-	27,938	23,677
A2 Asset and investment sales, (see table)					
Sub total	-	-	-	-	-
Total receipts	27,938	-	-	27,938	23,677
A3 Payments					
Cost of fundraising events	6,944	-	-	6,944	8,178
Grants & donations paid	16,489	-	-	16,489	27,178
Other costs	1,005	-	-	1,005	1,077
Sub total	24,438	-	-	24,438	36,432
A4 Asset and investment purchases, (see table)					
Equipment	-	-	-	-	-
Stock	164	-	-	164	-
Sub total	164	-	-	164	-
Total payments	24,602	-	-	24,602	36,432
Net of receipts/payments	3,336	-	-	3,336	8,758
A5 Transfers between funds					
All cash funds last year end	15,005	-	-	15,005	23,769
Cash funds this year end	18,817	-	-	18,817	15,005

Section B Statement of assets and liabilities at the end of the period

	Unrestricted funds	Restricted funds	Endowment funds
	to the nearest £	to the nearest £	to the nearest £
B1 Cash funds			
Cash at bank	18,817	-	-
Total cash funds	18,817	-	-

(agree balances with receipts and payments account(s))

Details	Unrestricted funds	Restricted funds	Endowment funds
	to the nearest £	to the nearest £	to the nearest £
B2 Other monetary assets			
Stock	891	-	-
Sub total	891	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
Sub total	-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
2 games	unrestricted	-	77
Sub total	-	-	77

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
Sub total	-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Esther Perez</i>	Esther Perez	11th Feb. 26
<i>GENNA ZACHARIA</i>	GENNA ZACHARIA	11/02/26



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

St Joseph's Parents, Friends and Staff Association (PFSA)

On accounts for the year
ended

31/07/2025

Charity no
(if any)

1201547

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

3 March 2026

Name:

M R Crosson

Relevant professional
qualification(s) or body

FCCA

(if any):

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Address:

23 Kingsclear Park

Camberley

Surrey, GU15 2LS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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